





RML SEMINAR

- Tuesday, 13 April 2004
- 0800-0915 Acquisition and GPC Management Cadet Command HQ,
- · 0915-0930 Break
- 0930-1130 GPC and CARE Training/Instructions Fort Knox DOC,
- · 1130-1300 Lunch
- 1300-1400 GTC (Government Travel Card) Eastern Region HQ,
- * 1400-1630 Logistics/Vehicle Management Eastern Region HQ,





HOUSEKEEPING

- **PRESTROOMS**
- **BREAK AREA/SMOKING AREA**
- FIRE ALARM
- **TORNADO**
- **CELL PHONES**





OUTLINE

MISSION

ORGANIZATION

BUDGET

LOGISTICS

RESOURCE MANAGEMENT POC'S





MISSION

RESPONSIBLE FOR PLANNING, BUDGETING, AND DISTRIBUTING
RESOURCES TO THE REGION HEADQUARTERS; THE RESOURCE
MANAGEMENT AND LOGISTICS LIAISON FOR BRIGADE
HEADQUARTERS, SROTC UNITS, AND JROTC UNITS IN
SUPPORT OF COMMISSIONING FUTURE OFFICERS INTO THE U.S.
ARMY AND MOTIVATING YOUNG PEOPLE TO BE BETTER CITIZENS





BATTALION FUNDING

- **⊃ OMA**
 - SUPPLIES
 - **EQUIPMENT**
 - OCIE
 - **CADRE TDY**



- UNIFORMS/ALTERATION
- S
- **CADET TRAVEL**
- OH&R (socials)
- **⇒ SCHOOL FUNDING**
- **CADET FUND RAISERS**









HQ, EASTERN REGION LOGISTICIAL OPERATIONS

Chief 502-624-7347 birklal@knoxi rotc.army.mii

NCOIC 502-624-7721 dutys@knox-rotc.army.mil

Logistics NCO (Camp/HQ)

502-624-7142

Logistics NCO (Camp/HQ)

502-624-8184

Report of Survey /Supply NC

502-624-4117
Supply NCO (HQ Supply Duties)





REGION LOGISTICS

FUNTIONS

- * LIAISON WITH 18 SUPPORT INSTALLATIONS
- * HEADQUARTERS PROPERTY BOOK OFFICER
- * PROPERTY ADJUSTMENT DOCUMENTS
- * COMMAND INSPECTIONS AND ASST VISITS OF BDE HQ
- * GSA FLEET MANAGEMENT LNO
- * REPORT OF SURVEY
- * LEADER'S TRAINING COURSE SUPPORT
- VISA IMPAC GOVERNMENT CHARGE CARD
- CONFERENCE (CDR'S & JROTC)





SUPPORT

- * FI MCCOY FT BRAGG
- * FT CAMPBELL
- FT MEADE
- * FT BENNING
- * FT BELVOIR
- * FT DIX
- * FT KNOX
- FT MCPHERSON

- * FT RUCKER
 - * FT GORDON
- * FT JACKSON
- * FT LEE
- * FT EUSTIS
- * FT STEWART
 - * FT CLAYTON







"AREA'S OF EXTREME

IMPORTANCE" Inspection/Assistance Visits

Inspection Findings

Excess & Shortage Report for TDA Equip

Report of Survey (ROS)

Lateral Transfer

Request property-DRMO

Inventories (annual, quarterly, monthly)

Cadet Command Reg 700-1 (06/02/03)

Velocity Management, Receipt Processing

CARE-Account Reconciliation





INSPECTION/ASSISTANCE

- During inspections and of assistance visits use appropriate documents (CC checklist).
- Do not be misleading in your inspection and/or assistance visit. Provide regulatory guidance, not the way someone things it should be.
- Fix all areas that you can and provide guidance on all others (during or later)
- Be fair, do not leave the person thinking he is doing great, if he is not (the area will not get better unless the problem(s) is identified.





MANDATORY SOURCES NOT BEING USED, I.E, PURCHASING MAJORITY OF RPA CLOTHING ITEMS BY IMPAC

- Activity/Installation inventories
- DOD EMALL (Mandatory HQDA) for office supplies (IMPAC)
- DoD Supply System
- National Industries for the Blind and Handicapped (NIB/NISH)
- Items available through GSA, DLA or specific contractors authorized to purchase through GSA





- **INFORMAL PROPERTY BOOK NOT BEING MAINTAINED:**
- An informal property book will be maintained on all cadet clothing and OCIE using Cadet Command Form 146-R (Clothing/OCIE Property Record).
- This informal property record will be kept updated by posting all transactions as they occur.





- **DOCUMENT REGISTER NOT BEING MAINTAINED**
- Document register must be maintained by all ROTC units (manual and consolidated).
- It serves as an suspense file for open supply request transactions.
- If CIPBO does not issue the required block of document numbers, the ROTC unit (senior and junior) will establish and maintain an expendable/durable document register to record all supply transactions pertaining to informal clothing and OCIE management.





- Document register must be kept up to date by posting all data as required by DA Pamphlet 710-2-1 IAW Cadet Command Reg 700-1, paragraph 2-5d.
- If under the consolidated property book, you need to insert the CIPBO document number in the remarks column of the document register to cross-reference it with your assigned document number.





EXCESS & SHORTAGE REPORT (TDA

EQUIPMENT)

- Upon receipt of "excess & shortage report from support installation, take appropriate action to fix, as follows:
- EXCESS: If report indicates that the ROTC unit has excess equipment on hand; the only way you can fix this is to either have your TDA authorization increased to meet the qty on hand or take appropriate action to lateral transfer or turn-in item(s). If no action is taken, the report will continue to show an excess, which reflects against not only the support installation but also the ROTC unit and this command.





EXCESS & SHORTAGE REPORT (TDA

EQUIPMENT)

SHORTAGE: If the report indicates that the ROTC unit has a shortage within the authorized TDA equipment; the only way to fix this problem is either place the shortage item on order and/or submit a DA Form 4610-R to have the qty authorized changed to meet the action qty required to perform the mission. Again, the ROTC unit is the only one who can correct this problem.





REPORT OF SURVEY (ROS)

Commander's Memorandum, dtd, 10 April 2003 Subject: Report of Survey Procedures.

Reference paragraph 4a: ROS involving lost, damaged, or destroyed government property by cadre members and/or bonded institutions will be forwarded through the respective brigade headquarters (for action by the appointing authority) to RGN HQs.

ROS's on Bonded Institutions can be forward directly to Eastern RGN HQ for processing if Brigade so desires. However, Brigade Commander must act as the appointing authority for any ROS involving Cadre Members.





PROPERTY AT ROTC ACTIVITIES

- Reports of Survey (AR 735-5 and CCR 700-1)
- Property Book (PB) (CCR 700-1 and AR 710-2)
 - -Authorization documents (TDA/CTA)
 - -Inventory (annual /monthly/quarterly sensitive item and PBO / PMS chg for those with a manual PB)
 - -Clothing management
 - -Property Book Consolidation: ROTC units become a hand receipt holder(s)
 - -Mandatory for weapons, loss found during annual inventory
- Command Supply Discipline Program (CSDP)
 - -Inspection checklist (CCR 700-1)





REPORT OF SURVEY/CADET

LOSSES

- ROS for cadet losses do not require any action by the Appointing Authority, as blocks 17 through 36b are left blank.
- □ A copy of these ROS will be furnished to Brigade HQ to keep them in the loop.





LATERAL TRANSFER

Transfer Approval (CCR 7001

- Bde Cdr approves L/T if redistribution of property is within Bde.
- Bde ensures item(s) is authorized by gaining unit's CTA or TDA.
- Equipment not needed in Bde report excess to USACC for command wide advertisement.





REQUEST PROPERTY-DRMO

CCR 700-1, Pg 10, Para 2-5c)

- Bn Cdr will not request property directly from DRMO.
- Check codes of property prior to requesting items, as not all items are free.
- PBO/MPC process all request through SSA.
- BDE CDR is approval authority for any item requested from DRMO.
- Account for non-expendable property drawn through the SSA from DRMO on the Bn's property book.



VELOCITY MANAGEMENT

Velocity Management is the method that the Army now uses to do logistics business.

The goal of Velocity Management is to get logistics support into the hands of the customers quickly, and provide the customer a more flexible and responsive logistics structure.

The RWT report is a measuring stick, "identifies any short falls within the system", which requires action to eliminate them.





RWT REPORT

sptbase	bde	DOCNUM	ESTDATE	MRODATE	shipdate	MIRP	rwt	CLASS	icp
McCoy	2	W52CCM22116070	2213	2213	2231	3059	213	2	S9T
McCoy	2	W52CCM22116070	2213	2213	2217	3059	213	2	S9T
McCoy	2	W52CCM22326029	2238	2238	2241	3036	169	2	S9T
McCoy	2	W52CCM30136000	3014	3015	3019	3037	24	2	S9T
McCoy	2	W52CCM30136005	3014	3015	3019	3037	24	2	S9T
McCoy	2	W52CCM30136006	3014	3015	3019	3037	24	2	S9T
McCoy	2	W52CCM30136007	3014	3015	3019	3037	24	2	S9T
McCoy	2	W52CCM30136017	3014	3015	3019	3037	24	2	S9T
McCoy	2	W52CCM30136020	3014	3015	3019	3037	24	2	S9T





COMMANDERS,

MEMORANDUM

- Copy in your hand-out.
- SUBJECT: Velocity Management of Receipt Documentation Processing.
- This guidance fixed the problem in this area for units that are complying, as indicated by next slide.
- Each Brigades support in this area is essential to maximizing effectiveness.





REQUIREMENTS TO FIX PROLBEM

- D. Understanding that regulatory guidance requires that receipt documents be returned within three (3) workdays after receipt of property, however faxing daily will be very beneficial in assisting your support installation in lowing their RWT.
- E. Remember, do not fax and mail both, as this will only result in extra workload at the support installation level.





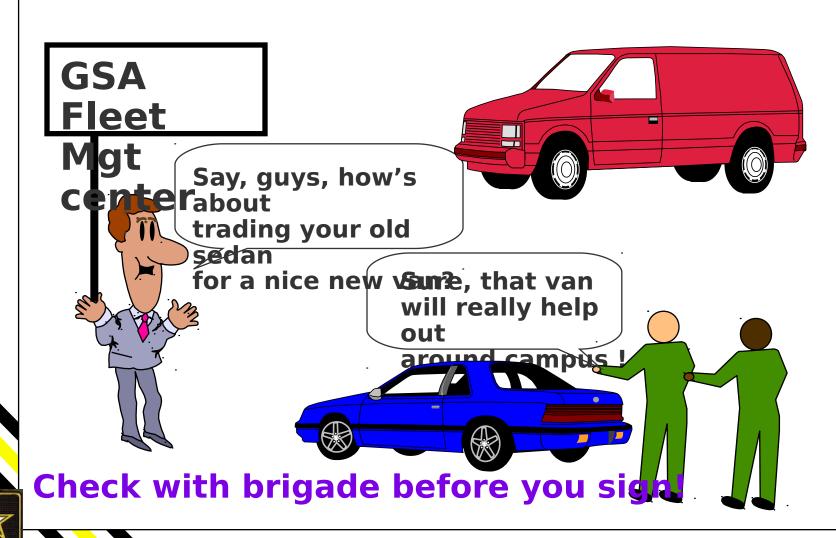
GSA VEHICLE FLEET

- "Turn Key" operation, costs include:
- Success story
 - 743 vehicles (Eastern Region 368)
 - \$3.2 million
 - Avg 1300 miles per month
 - Gas, mileage, maintenance and repairs
 - Washes, fluids, belts, lights and tires
- Bde Cdr involvement
 - Mileage
 - Vehicle type
 - Additions / deletions
 - Accident Investigation

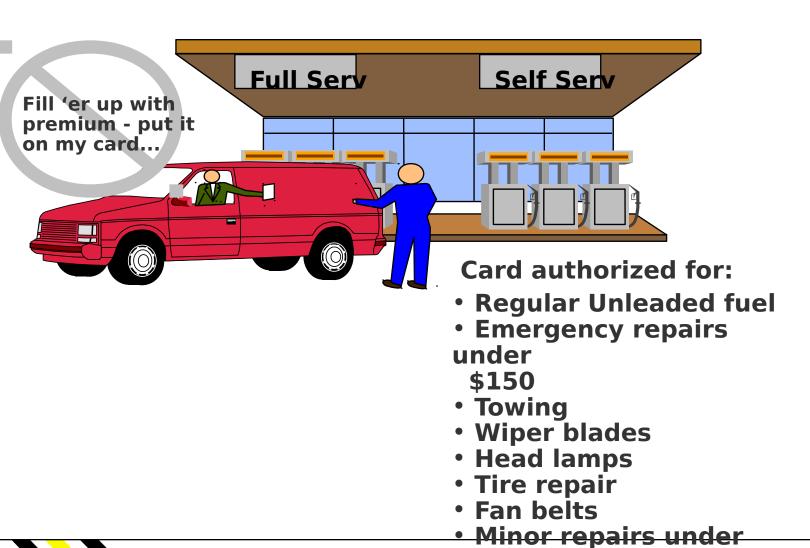




VEHICLE AUTHORIZATION:



CREDIT CARD PURCHASE

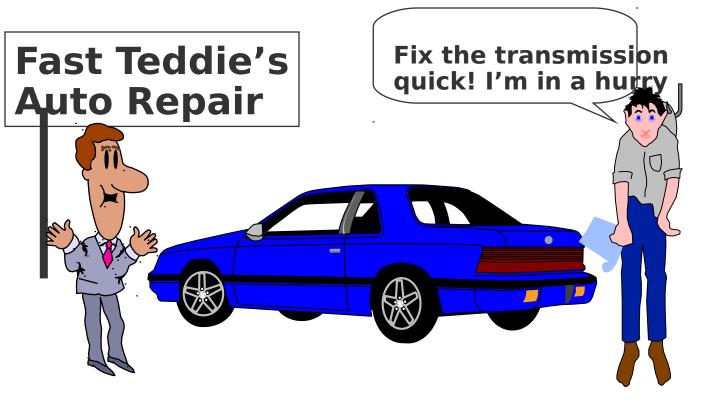


\$50





REPAIR-WORK



Get Cadet Command off the hook for auto repairs...
Call GSA Maintenance Control Center for approval.
Cadet Command is billed for repairs made without pricapproval!



GOVERNMENT

PURCHASE CARD (GPC) EASTERN REGION FORT KNOX





ALTERNATE BILLING/CERTIFYING

OFFICIAL

- Each Brigade will appoint an alternate certifying/billing official for all JROTC/SROTC units within their brigade.
- The brigade's alternate approving/certifying official should review the ROTC units IMPAC accounts on the 3rd day after end of cycle each month to ensure they have been certified.
- If accounts have not been certified, then the brigade billing/certifying can either take action to certify the account(s) and/or take action to have it certified by unit.



AUTHORIZED USES

- Supplies and equipment consistent with mission
- Purchases IAW laws, regulations and Cadet Command policies
 - Regulatory approval
 - Brigade approval
 - Region approval
- Single purchase limit \$2500





BRIGADE/REGION'S ROL

- Provide guidance on authorized purchases
- Inspect/review IMPAC purchase records twice a year (Region inspects Bde, Bde inspects Bn)
- Investigate improper/unauthorized credit card purchases
- Take appropriate administrative, judicial, and/or pecuniary actions based on the inquiry outcome





ROTC UNIT'S ROLE

- Assure purchases are limited to authorized items
 - If in doubt check with brigade/region.
- Assure funds are available
 - If in doubt, check with installation
- Assure single item purchases do not exceed \$2500
- Send cardholders to training provided by installation
- Ensure <u>departing cardholder(s)</u> surrender card to support installation DOC before departure and <u>new cardholder</u> has received IMPAC training
- Ensure transfer of departing Approving/Certifying Officer duties to fully trained replacement





ABUSES/PENALTIES

- Unauthorized purchases or contract
- Unauthorized expenditure of appropriated funds (fraud, waste or abuse)
- Appropriate administrative, judicial, and/or pecuniary actions
- Loss of credit card privilege
- Personal liability





CARDHOLDER(S) AND CERTIFYING

OFFICIALS

- Officials will adhere to requirements of the Management Control Program IAW CC Reg 700-1, para 4-8 (Internal Control Checklist) as follows:
- Cardholder(s) must obtain approval for all purchases in writing prior to purchasing item(s).
- **Our Sources**.
- Check to ensure availability of monthly funds.





CARE RECONCILATION-

CARDHOLDER

- Cardholder reviews and approves purchases on line
- **Ensure each transaction includes adequate documentation**
- Approve monthly statement within three (3) working days of end of billing cycle
- Present month's transactions, with documentation, to billing official





CARDHOLDER

RECONCILIATION

- **⇒** PRINTS OUT COPY OF TRANSACTION LOG (Remember, the transaction log can not be printed out after the account has been reconciled)
- **⇒ RECONCILES RECEIPTS TO STATEMENT AND RECONCILES STATEMENT**
- RECONCILE PROCESS WILL ALSO APPROVE THE TRANSACTION
- IDENTIFIES DISPUTES
- PROVIDES RECEIPTS TO BILLING OFFICIAL





CARE RECONCILIATION-BILLING

OFFICIAL

- Approval by cardholder and certification by billing official should all be accomplished within five (5) working days of end of billing cycle
- Billing/Certifying billing statements and supporting documents will be retained for 6 years, 3 months after payment IAW Army SOP (para 19).
- Cardholder statements can be disposed of three years after final payment IAW FAR 4.805.
- Billing official reviews documentation of cardholder(s) and certifies entire statement



BILLING/CERTIFYING OFFICAL

- Disputes must not cause the statement(s) to be delayed.
- The cardholder will attempt to resolve the dispute with the vendor.
- If no satisfactory resolution, the cardholder has 60 days from the date of the statement to submit a copy of the statement with an explanation of the circumstances directly to the bank for resolution.





CADET COMMAND REG 700-1

- Cadet Command Reg 700-1 is contained under "The Right Site" on CC web-site (front page)
- Click on "The Right Site" and then click on CC regulations.
- This same web site also has CC SOPs,
- Click on SOP, then click on Management Logistics, then you can click on Acquisition or Logistics or Management. These have some detail information on subject matters



